



AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: **Supervising Registered Nurse (8161)**
Full-Time, Permanent
\$3984.00 - \$4798.00
Plus \$800.00 per month for Recruitment & Retention Bonus

LOCATION: **Nursing Service**

FINAL FILE: **UNTIL FILLED**

NOTE:
Hiring for this vacancy is contingent upon obtaining exemption approval from the current hiring freeze.

DUTIES & RESPONSIBILITIES:

The predominant duties for this position include, but are not limited to:

- Schedules and coordinates multi-disciplinary team meetings on a weekly basis to ensure updating and review of every patient care plan on a quarterly basis. Participates in continuing education programs to maintain and upgrade nursing knowledge and management skills. Attends all scheduled Nursing Administration meetings and transmits information from these meetings to ward personnel. Demonstrates willingness to serve on professional committees and contributes in a meaningful way to such. Conducts regular monthly meetings with staff members on all shifts to communicate pertinent information on a timely basis. Submits and utilizes information obtained from staff in these meetings.
- Works PM or Night Shift as necessary to determine problems on a 24 hour basis. Makes rounds with physician and charge nurse at regular intervals to review treatment program. Acts as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care, utilizing the patient care plan and multi-disciplinary staff meetings as a tool. Serves as resource person for assigned clinical area. Serves as resource to staff on the use of the automated hospital information system. Demonstrates initiative in identifying and defining recurring nursing problems and assists staff in the process of solution of these problems. Serves as resource person in keeping unit personnel informed of changes in policy and procedures. Serves as resource to personnel for knowledge of Federal, State and JCAH requirements. Utilizes human relations skills in promoting an environment in which the health team can work cooperatively. Is sensitive to those aspects of human behavior which affects the equilibrium of the working environment and initiates appropriate behavior to effect change.
- Plans staffing patterns and assigns staff to meet patient needs on a 24 hour, 7-day week basis. Responsible for supervising and evaluating the performance of licensed personnel on units and sees that appropriate shift lead evaluates and supervises staff under her/him according to line of command. This includes corrective action and counseling as necessary. Conducts regular monthly meetings with staff members on all shifts to communicate pertinent information on a timely basis. Submits and utilizes information obtained from staff in these meetings. Refers employee with personal problems to available resources.
- Audits minimum of four charts per month to ensure compliance with regulations and measure quality of patient care. Submits results of these audits to the Nursing Office. Takes necessary action to correct these deficiencies. Is responsible for assuring that staff are maintaining accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assists infection control nurse in monitoring and reporting.
- Conduct health teaching as necessary for patients and families or arranges for staff to do as such. Monitors and reviews patient care plans on a regular basis to ensure that nursing personnel and other disciplines, as appropriate, are updating and utilizing patient care plans. Assists staff in identifying rehabilitative potential of individual patients and plans care aimed at attaining and maintaining optimum level of function. Advocates for the patient as an individual with specific physical, psychosocial, religious and cultural needs for total health. Works closely with the charge nurse and ward physician to establish a ward team concept aimed at providing optimum patient care.
- Collaborates with Nursing Education Department to develop and present in-service education programs for all staff and encourages staff participation. Assist instructors from various colleges in clinical placement of students on units. Responsible directly and/or indirectly for orientation of new personnel. Insists that safety precautions and regulations for patients and staff be observed at all times. Familiarizes staff with optimum standards of patients care and stimulates a positive attitude toward these standards.
- Ensures for adequate provision of equipment and supplies available for maintaining the unit.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Supervising Registered Nurse or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678) and copy of valid California RN License and resume to:
VETERANS HOME OF CA – YOUNTVILLE
PERSONNEL SERVICE – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599 1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
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